Fermilab

November 21, 2001

To: For Distribution

From: Jud Parker

SUBJECT: <u>Adding a Local TCP/IP Printer (to avoid Domain Login)</u>
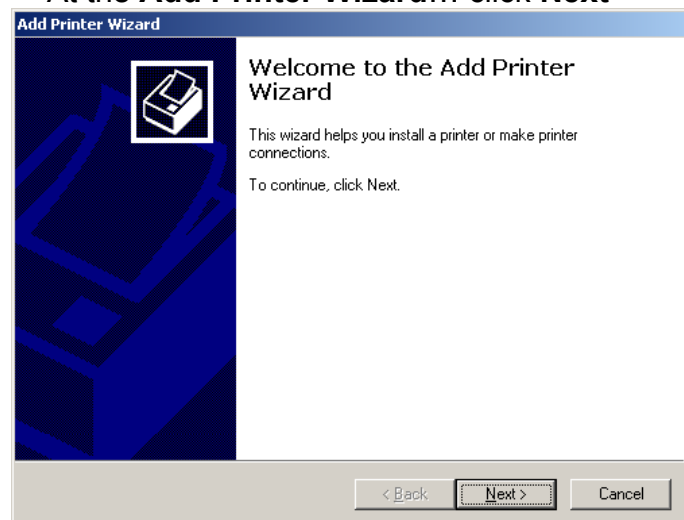
Users who login to the FNAL Domain can setup network printers with no problem; however, people who login to their PC with a <u>local account</u> (i.e. visitors. guests, etc.) will need to setup a local TCP/IP printer port and printer in order to access the Directorate's printers.

The following chart lists the Color and Laser Printers which are located within the Directorate on WH-2 East and West, and in the Public Affairs Office on WH-1 East.

Located Where / Who	Printer Name	Mfg. & Type / Model	IP Address
Public Affairs WH-1E	Color_PubAff	Tektronix 840 Ext	131.225.19.64
Marilyn Smith WH-2E	Color_DirAdm	Tektronix 840 Ext	131.225.19.19
Jud Parker WH-2E	Color_DirSpr	Tektronix 860 DP	131.225.19.9
Phyllis Metelmann WH-2W	Color_InfTec	Tektronix 860 DP	131.225.19.8
Public Affairs WH-1E	WH1E_PubAff	Apple LaserWriter 16/600	131.225.19.23
Michelle Gleason WH-2E	WH2E_DirAdm	HP LaserJet 8100DN	131.225.19.71
Sue Grommes WH-2E	WH2E_FrDesk	HP LaserWriter 4Si Mx	131.225.19.22
Program Planning WH-2E	WH2E_PrgPln	HP LaserWriter 4Si Mx	131.225.19.16
Budget Office WH-2W	WH2W_Budget	HP LaserWriter 5Si Mx	131.225.19.48
Phyllis Metelmann WH-2W	WH2W_InfTec	HP LaserWriter 4Si Mx	131.225.19.51
Xerox Room WH-2E	WH2E_Docutk	Xerox Document Centre 265ST	131.225.19.15

<u>To setup a local TCP/IP printer port and printer:</u>

● Go to **Start** ➔ **Settings** ➔ **Printers** ➔ **Add Printer**

● At the **Add Printer Wizard**… click **Next**

- At the **Local or Network Printer** window… select **Local printer**, optionally check **Automatically detect and install my Plug and Play printer**, and then click **Next**

Add Printer Wizard

Local or Network Printer
Is the printer attached to your computer?

If the printer is directly attached to your computer, click Local printer. If it is attached to another computer, or directly to the network, click Network printer.

◉ Local printer
  ☑ Automatically detect and install my Plug and Play printer
◯ Network printer

< Back   Next >   Cancel

- At the **New Printer Detection** window… click **Next**

Add Printer Wizard

New Printer Detection
This wizard automatically detects and installs new Plug and Play printers

⚠ Windows was unable to detect any Plug and Play printers. Click Next if you want to install the printer manually.

< Back   Next >   Cancel

- At the **Select the Printer Port** window… select **Create a new port** and for **Type**, choose **HP Standard TCP/IP Port** (from the drop-down list), and then click **Next**

Add Printer Wizard

Select the Printer Port
Computers communicate with printers through ports.

Select the port you want your printer to use. If the port is not listed, you can create a new port.

◯ Use the following port:

Port	Description	Printer
LPT1:	Printer Port	OmniForm
LPT2:	Printer Port	
LPT3:	Printer Port	
COM1:	Serial Port	
COM2:	Serial Port	
COM3:	Serial Port	

Note: Most computers use the LPT1: port to communicate with a local printer.
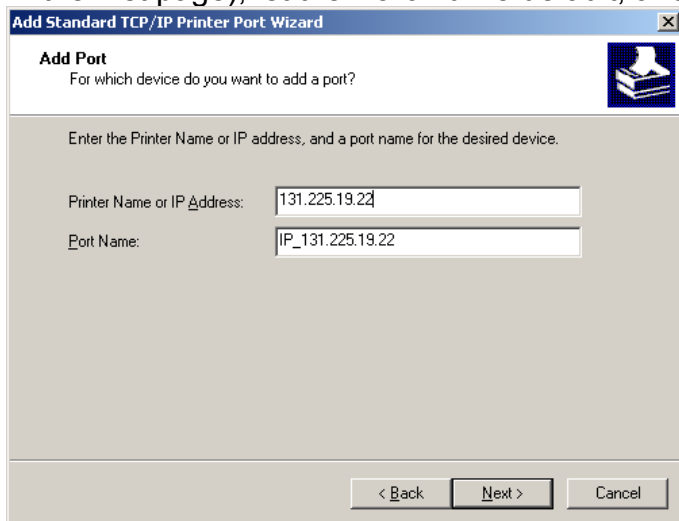
◉ Create a new port:
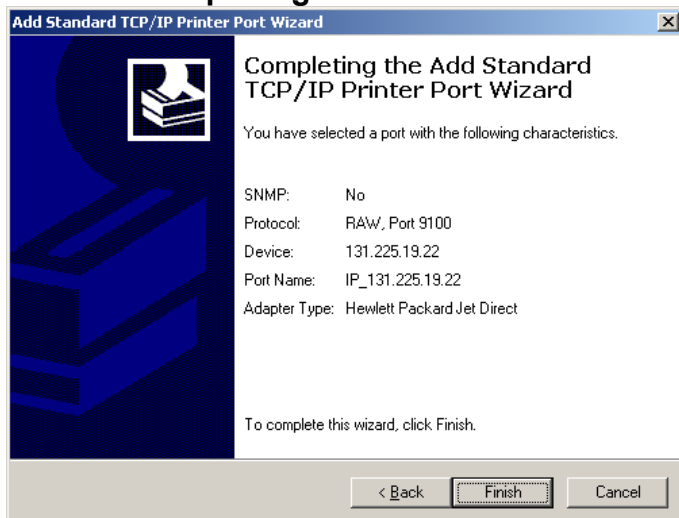 Type: HP Standard TCP/IP Port

< Back   Next >   Cancel

- At the **Welcome to the Add Standard TCP/IP Printer Port Wizard**… click **Next**

- At the Welcome to the **Add Port** window… type in the printer's **IP Address** (from the list on the first page), let the **Port Name** default, and then click **Next**

- At the **Completing the Add Standard TCP/IP Printer Port Wizard**… click **Finish**

- Back at the **Add Printer Wizard**… select the printer's **Manufacturer** and then the printer's **Type** or **Model** (from the list on the first page), and then click **Next**

- At the **Use Existing Driver** window… select **Keep Existing Driver (recommended)** and then click **Next**

- At the **Name Your Printer** window… type in a **Printer Name** or accept the default, select **Yes** or **No** to make the printer your default printer, and then click **Next**

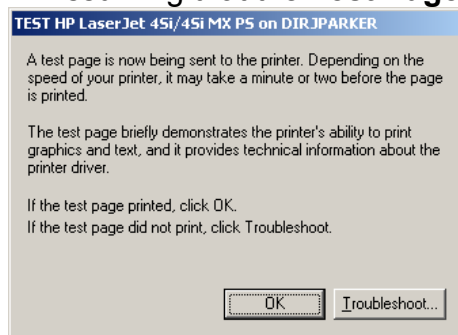- At the **Printer Sharing** window… select **Do not share this printer** and then click **Next**

- At the **Print Test Page** window… select **Yes** or **No** to print a test page and confirm the printer's setup and connection, and then click **Next**

- At the **Completing the Add Printer Port Wizard** window… click **Finish**

- If you chose to print a test page then you will see a window similar to the following. Assuming that the **Test Page** printed out correctly, click **OK**

TEST HP LaserJet 4Si/4Si MX PS on DIRJPARKER

A test page is now being sent to the printer. Depending on the speed of your printer, it may take a minute or two before the page is printed.

The test page briefly demonstrates the printer's ability to print graphics and text, and it provides technical information about the printer driver.

If the test page printed, click OK.
If the test page did not print, click Troubleshoot.

[OK]   [Troubleshoot...]

- **Done!**